

STATE OF WEST VIRGINIA  
DEPARTMENT OF TRANSPORTATION  
DIVISION OF MOTOR VEHICLES  
CHARLESTON 25317

FOR DEPARTMENT USE ONLY

CLASS \_\_\_\_\_  
NUMBER \_\_\_\_\_  
EXP. \_\_\_\_\_  
DATE \_\_\_\_\_

Application for a Certificate of Title for a Motor Vehicle

TYPE OR PRINT IN BLUE OR BLACK INK

MAKE CHECKS PAYABLE TO DIVISION OF MOTOR VEHICLES

The owner(s) of the following vehicle make application for a certificate of title for that vehicle and for that purpose state the following:

NAME \_\_\_\_\_  
(Name of purchaser to be written plainly and exactly as it is to appear on the Certificate of Title)

ADDRESS \_\_\_\_\_  
Number Street City or Town County State Zip Code

VEHICLE DESCRIPTION

MAKE \_\_\_\_\_ YEAR \_\_\_\_\_ V.I.N. \_\_\_\_\_  
STYLE OF BODY \_\_\_\_\_ WEIGHT \_\_\_\_\_  
Passenger vehicle only TRUCKS (Requested GVW)  
Odometer Reading \_\_\_\_\_  
(No Tenths)

Purchase Price \$ \_\_\_\_\_ Trade-in \$ \_\_\_\_\_ Net Cost \$ \_\_\_\_\_ 5% Tax \_\_\_\_\_  
(Credit allowed only on vehicles registered in West Virginia and the tax paid thereon by applicant)

TRADE IN DESCRIPTION

1) MAKE \_\_\_\_\_ YEAR \_\_\_\_\_ SERIAL NO. \_\_\_\_\_ WEST VIRGINIA TITLE NUMBER \_\_\_\_\_  
2) MAKE \_\_\_\_\_ YEAR \_\_\_\_\_ SERIAL NO. \_\_\_\_\_ WEST VIRGINIA TITLE NUMBER \_\_\_\_\_

Registration Plate Transferred from: (Send copy of registration card both sides)

Make of Vehicle Weight Serial Number Title Number License Number

LIENS AND ENCUMBRANCES

1 Name \_\_\_\_\_ Amount \_\_\_\_\_  
Name of Lienholder \_\_\_\_\_  
Address \_\_\_\_\_ Kind of Lien \_\_\_\_\_ Date \_\_\_\_\_  
Street City State Zip Code C/S/C D/T S/A  
2 Name \_\_\_\_\_ Amount \_\_\_\_\_  
Name of Lienholder \_\_\_\_\_  
Address \_\_\_\_\_ Kind of Lien \_\_\_\_\_ Date \_\_\_\_\_  
Street City State Zip Code C/S/C D/T S/A

I hereby state that there is a motor vehicle liability policy in effect on the described vehicle in accordance with the provisions of the West Virginia Motor Vehicle Laws and certify that the statements made are true and correct to the best of my knowledge and belief under penalty of false swearing. West Virginia Motor Vehicle Law § 17A-9-1; Fraudulent Applications.

Effective date of insurance Policy: From \_\_\_\_\_ To \_\_\_\_\_

Name of Insurance Company \_\_\_\_\_

Name of Insurance Agent \_\_\_\_\_

Insurance Policy Number \_\_\_\_\_

TITLE APPLICATION MUST BE SIGNED BY OWNER

If Title reads "AND" Both Signatures of Owners must appear

(X) \_\_\_\_\_ OWNER'S SIGNATURE

(X) \_\_\_\_\_ OWNER'S SIGNATURE

INSURANCE MUST BE IN EFFECT WHEN APPLICATION IS RECEIVED.  
DEALER CERTIFICATION

This is to certify that the above described vehicle was acquired from \_\_\_\_\_ month \_\_\_\_\_ day \_\_\_\_\_ year \_\_\_\_\_ and sold to the above named purchaser on month \_\_\_\_\_ day \_\_\_\_\_ year \_\_\_\_\_. The undersigned dealer further certifies that the sale price, trade-in, and net cost are true and correct and that the Federal Odometer Regulation has been satisfied. Federal Regulations Require You to State the Odometer Mileage Upon Transfer of Ownership.

I certify to the best of my knowledge that the odometer reading is \_\_\_\_\_ and reflects the actual mileage of the vehicle unless one of the following statements is checked:

- ☐ 1. The mileage stated is in excess of its mechanical limits.  
☐ 2. The odometer reading is not the actual mileage – WARNING-ODOMETER DISCREPANCY.

Dealer Name \_\_\_\_\_

Address \_\_\_\_\_

Signature (X) \_\_\_\_\_

Dealer Number \_\_\_\_\_

# INFORMATION

Print in ink or type.

Mail check or money order.  
Make payable to DMV.

**DO NOT MAIL CASH**

Any check which is not honored for payment will result in a \$10.00 service charge.

Be certain you have completed the application, including your signature.

If the vehicle is titled in another state the title must accompany this application.

All titles with liens are mailed directly to the lienholder.

Be sure to include your Zip Code and Zip Code of lienholder.

Statement of insurance must be submitted with each application for Motor Vehicle Registration. There is a \$.50 insurance Recording Fee.

## FEES

\$10.00 for title \$ \_\_\_\_\_

\$5.00 for lien \_\_\_\_\_

\$5.50 transfer of license (includes insurance fees) \_\_\_\_\_

Additional Weight (if applicable) \_\_\_\_\_

5% Privilege Tax \_\_\_\_\_

New Vehicle Tax based on purchase price \_\_\_\_\_

## REGISTRATION FEES\*

Cars (Class A): ----- \$30.00 (includes litter and insurance fees.) \_\_\_\_\_

Trucks (Class A): \_\_\_\_\_

Below 8001 lbs. Gross vehicle weight ----- \$30.00 (includes litter and insurance fees. \_\_\_\_\_

All other registration fees must also include \$1.00 litter fee and the \$.50 insurance fee when applicable. \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

\* Credit on trade-in allowed only for vehicles registered in West Virginia and the taxes paid thereon by applicant.

For additional information call 558-3900 or toll-free 1-800-642-9066

**Mail to:**

**Department of Transportation  
Division of Motor Vehicles  
1800 Kanawha Boulevard, East, Building 3  
Charleston, West Virginia 25317**